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WAR FOOD ADMINISTRATION

Washington 25, D. C.

February 12, 1944

ADMINISTRATOR'S MEMORANDUM NO. 35

A Appointment of Assistant Treasurer and Assistant Auditor of the Federal Surplus Commodities Corporation to Handle the Work of the Texas Timber Salvage Program

The following order is issued for the purpose of centralizing responsibility for the program carried on by the Texas Timber Salvage Program in the Administrator of the Program.

Pursuant to the authority vested in the War Food Administrator by the By-Laws of the Federal Surplus Commodities Corporation, it is ordered that:

1. The Chief, or in his absence the Acting Chief, of the Division of Fiscal Control of the Forest Service is designated as Assistant Treasurer of the Federal Surplus Commodities Corporation. He shall use the title "Treasurer, Texas Timber Salvage Program (Federal Surplus Commodities Corporation)"; he shall perform the functions and duties listed below insofar as they relate to the activities of the Texas Timber Salvage Program; and, in connection therewith, he shall report and be responsible solely to the Administrator of the Program, and to no other corporate officer:

- (1) Act as administrative and technical head of the finance division of the Program.
- (2) Furnish financial and accounting advice to the Administrator of the Program.
- (3) Devise and install procedures necessary for meeting the financial, accounting, and reporting requirements of the Program.
- (4) Exercise supervision over the receipt, deposit, custody, and disbursement of funds, securities and other valuable documents of the Program.

- (5) Maintain, in books belonging to the Program, accurate accounts of all transactions affecting the financial condition of the Program.
- (6) Submit periodic reports and statements showing the financial condition of the Program, and the results and trends of operations.
- (7) Perform other related duties as assigned by the Administrator of the Program.
- (8) Furnish such bond as the Administrator of the Program may require for the faithful performance of his duties.

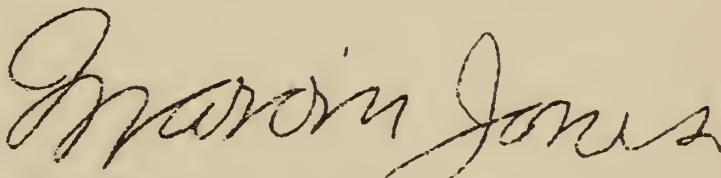
2. The Chief Fiscal Inspector, or in his absence the Acting Chief Fiscal Inspector, of the Division of Fiscal Control of the Forest Service is designated as Assistant Auditor of the Federal Surplus Commodities Corporation. He shall use the title "Auditor, Texas Timber Salvage Program (Federal Surplus Commodities Corporation)"; he shall perform the functions and duties listed below insofar as they relate to the activities of the Texas Timber Salvage Program; and, in connection therewith, he shall report and be responsible solely to the Administrator of the Program and to no other corporate officer:

- (1) Serve as administrative and technical head of the auditing staff of the Program.
- (2) Furnish advice to the Administrator of the Program on the auditing phases of the Program.
- (3) Devise and install such procedures as may be necessary for auditing the financial affairs of the Program.
- (4) Audit the accounts of the Treasurer of the Program and report thereon when requested to do so by the Administrator of the Program.
- (5) Audit and certify collections and charges presented to the Program for payment.
- (6) Verify the assets reported by the Treasurer of the Program at the end of each fiscal year.

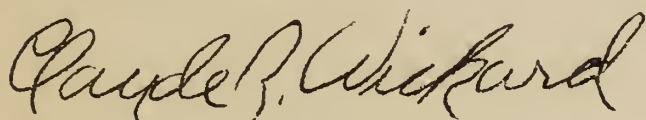
- (7) Examine the books of account of all officers and agents of the Program charged with the receipt and disbursement of money, and ascertain whether or not the cash and vouchers covering the balances are actually on hand.
- (8) Perform such other duties as requested by the Administrator of the Program.

To the extent that this order is in conflict with the provisions of the order issued by the Acting Secretary of Agriculture on May 13, 1941 (No. 138-Adm.) defining the duties of the Treasurer of the Federal Surplus Commodities Corporation, and other orders, said orders are superseded and repealed.

This order shall take effect immediately.


Marvin Jones
War Food Administrator

Concurred in:


Claude B. Wickard
Secretary of Agriculture

